

Local Cable Television Committee Bylaws

A. AUTHORITY

1. The Local Cable Television Committee shall have the following powers and duties as delegated by the Board of Selectmen:
 - a. The Local Cable Television Committee shall help coordinate local cable television issues.
 - b. The Local Cable Television Committee shall advise the Board of Selectmen on issues relative to Channel 2, technical issues with the channel in the Town of Lanesborough and monitor the cable contract and its provisions.
 - c. Additional ad hoc powers and duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Local Cable Television Committee shall consist of three (3) members appointed for a three (3) year staggered terms. All members are required to complete mandatory State Ethics and Open Meeting Law training and provide completion certificates to the Town Clerk as required by State Law.
2. The Local Cable Television Committee shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Local Cable Television Committee meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Local Cable Television Committee shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Secretary: The Secretary shall keep the Local Cable Television Committee's records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the Local Cable Television Committee and will file meeting Minutes with the Town Clerk after Local Cable Television Committee approval. The Secretary will also maintain any necessary files and records of the Local Cable Television Committee.
5. When a member voluntarily vacates his/her position in the Local Cable Television Committee, the following procedures shall be followed:
 - a. The Local Cable Television Committee will make it known to the community and the Town Manager that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Local Cable Television Committee and brought before the Board of Selectmen for an interview.
 - c. Should a Local Cable Television Committee member miss more than six (6) absences within a consecutive 12 month period without cause, the Local Cable Television Committee Chair shall notify the Town Clerk, who shall mail a notice to the Local Cable Television Committee member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The Local Cable Television Committee shall meet as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Local Cable Television Committee shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Local Cable Television Committee members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Local Cable Television Committee shall follow Open Meeting laws.
4. The presence of two (2) members shall constitute a quorum. Endorsement of a motion requires a vote of at least two (2) members.